



CITY OF BRUNSWICK

1 W. Potomac Street • Brunswick, Maryland 21716 • (301) 834-7500

POLICY FOR CITY ADMINISTRATIVE APPROVAL OF PUBLIC IMPROVEMENT/CONSTRUCTION PLANS NOT PART OF THE SUBDIVISION OR SITE PLAN PROCESS

Initiated June 17, 2005

The City Subdivision Regulations and Zoning Ordinance addresses the process for review and approval of Public Improvements required as part of the Development Review Process. However, it is unclear for Off-Site and City Capital Projects who has the Approval Authority. Therefore, a policy to ensure uniform and consistent compliance and interpretations of the Design Manual, Specifications, and other City Construction and Design Criteria are met.

1. Plans for infrastructure construction not part of a Development Project subject to Site Plan or Platting Requirements of the City are to be submitted with the appropriate number of copies to the City for routing and review by City Review Agencies in accordance with existing submission procedures.
2. Each plan sheet shall have a Signature Block for the appropriate City Agency. Those Agencies are:
 - City Public Works
 - City Water Department (if applicable)
 - City Wastewater (if applicable)
 - City Engineer
3. The City Public Works is the approving authority for review of maintenance, City Policies & Procedure and City Construction Specifications. City Water Department and Wastewater Department is the approving authority for review of operation. City Engineer is the approving authority for compliance with the Design Manual, City Policy & Procedures and City Construction Specification.
4. All Improvement Plan submissions determined by the Planning & Zoning Office to require Planning Commission Approval shall follow that process.
5. After all comments are addressed, the appropriate number of original mylars and copy sets are to be submitted to the City for signature by the appropriate Approving Agency. (Minimum mylars are 1 set for the City and 1 set for the Engineer of record. Minimum copy sets for original signature are 15 sets.)
6. Administratively Approved Plans are required to follow either the Public Works Agreement Package Process or the City Project Contract Procedure before construction begins.